



County of Greene, Missouri

## Employment Vacancy Announcement

06/16/2015 Revised 07/06/2015

Sheriff's Office

### **Cook - Jail**

Full-Time, 12 hr shifts

\$13.19 Hourly Rate

The Greene County Sheriff's Office, Jail Division, is seeking a qualified individual for the position of Cook Supervisor to provide preparation and management of all inmate meals.

#### ***Essential Duties and Responsibilities:***

Provides supervision and instruction to inmate workers who are assigned duties of clean up, cooks, bakers, dish washers, and food preparation. Provides safety programs and training to update knowledge of production, presentation, and sanitation of food items. Oversees the receiving, storing, and issue of all food and non-food items. Maintains total compliance as set by the American Correctional Association and operation procedures set in place by the Greene County Jail. Responsible for security operations such as key control, yeast control, knife and blade control, inmate accountability, and conducts routine contraband searches. Performs other duties as required of position.

#### ***Minimum Experience and Training Qualifications:***

Applicants interested in becoming a Cook Supervisor must have a high school diploma or GED, and must be 21 years of age. Training in Culinary Arts or related field required. One year experience in food service industry with operational issues associated with preparing and delivering food to a large population. A valid Missouri motor vehicle operator's license is required.

*A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.*

#### ***Special Requirements:***

Ability to exert moderate physical effort in light work, typically involving some combination of lifting and carrying 100 pounds, pushing and pulling of objects and standing for hours. All applicants are required to undergo screening for the presence of illegal drugs, and a post-offer physical examination, criminal background and reference checks.

#### ***How to apply:***

Interested individuals MUST submit a completed application to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Incomplete applications will not be given consideration. \*\*\*Position open until filled.

*Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*